

CENTRAL MANAGEMENT SERVICES

PERSONNEL DEPARTMENT

The Personnel Department serves all of the employees of the Town that are appointed by the Board of Selectmen, the Town Manager, the Comptroller, the Town Treasurer, the Town Clerk, and the Board of Assessors. The purpose of the Department is to administer the Town's compensation and benefits programs. Additionally, the Department deals with a wide variety of issues relative to quality of life in the workplace and seeks to improve the effectiveness of Town services by recruiting the best employees and reviewing and improving the Departments' organizational structure.

The Department handled sixty personnel transactions relating to a variety of positions. This includes retirements, resignations, promotions, vacancy postings and advertisements, interviewing, selection, and enrollment of new employees. The Town had twenty-six new hires and seven promotions in the year 2006.

The Personnel Department continues to be a very busy department. In the spring of 2006 the Director of the Department went out on maternity leave with her first child. In her absence, the Deputy Town Manager served as the Acting Personnel Director along with the assistance of Janice Borg Silverman, a human resources consultant and former Human Resource Director for the City of Worcester.

In late summer, the Director returned and the Town was actively engaged in the collective bargaining process. The Town successfully negotiated contracts with two of its six unions in 2006; when 2006 was ending the Town was very near to agreement with a third union.

In the fall, the Department was extraordinarily busy preparing for open enrollment and the implementation of a myriad of changes to the Town's Health Insurance Plans. Through collective bargaining the Teachers Union (AEA), Public Works and Clerical (Local 680), Town Middle Management (SEIU), Professional Librarians along with Town and School Non Union employees agreed to higher co-payments for doctor visits, emergency room visits, and prescription drugs. This resulted in the introduction of two new health plans while maintaining the administration of the existing plans. Additionally one of the Town's Medicare Supplement products was eliminated and replaced by Harvard Pilgrim with a Medicare Advantage plan. This resulted in significant enrollment changes across the board. Also keeping up with the changes brought on by the implementation of Medicare Part D and the passage of the state's Health Insurance Reform Law has been very challenging.

In 2007 the Department of Personnel will continue to search for ways to improve the morale and health of our employees without adding a financial burden to the Town. We will also continue to audit our policies and practices to ensure compliance to various collective bargaining agreements and employment laws.